



City of Tualatin

TUALATIN CITY COUNCIL

Monday, April 28, 2014

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

WORK SESSION begins at 5:00 p.m.

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Monique Beikman

Councilor Wade Brooksby

Councilor Frank Bubenik

Councilor Joelle Davis

Councilor Nancy Grimes

Councilor Ed Truax

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



A. CALL TO ORDER
Pledge of Allegiance

B. ANNOUNCEMENTS

1. Proclamation Declaring May as Older Americans Month in Tualatin
2. Proclamation Declaring the week of May 4-10, 2014 National Drinking Water Week
3. New Employee Introduction- Jason Horner, Water Utility Technician I
4. Proclamation Declaring the Week of May 4 - May 10, 2014 Public Service Recognition Week
5. Proclamation Declaring Saturday May 17, 2014 as National Kids to Parks Day in Tualatin

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of April 14, 2014 and the Special Work Session of April 15, 2014
2. Recommendation for Approval of an Intergovernmental Agreement with Oregon State Police and the Tualatin Police Department to Provide Fingerprint Services to the Public.
3. Consideration of **Resolution No. 5189-14** Authorizing the City Manager to Sign a Contract for Asset Management Software with NexGen Asset Management

4. 2013 Annual Report of the Tualatin Library Advisory Committee

E. GENERAL BUSINESS

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of **Ordinance No. 1373-14** to Prohibit Medical Marijuana Facilities from Locating in Tualatin until May 1, 2015 - 2nd Reading.

F. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

G. COMMUNICATIONS FROM COUNCILORS

H. ADJOURNMENT

City Council Meeting

Meeting Date: 04/28/2014

ANNOUNCEMENTS: Proclamation Declaring May as Older Americans Month in Tualatin

ANNOUNCEMENTS

Proclamation Declaring May as Older Americans Month in Tualatin

Older Americans Proclamation

Proclamation

PROCLAMATION DECLARING MAY AS OLDER AMERICANS MONTH IN TUALATIN

WHEREAS Tualatin's older adults are a source of wisdom and insight for younger generations, and serve to strengthen the bonds between neighbors – helping make Tualatin a great place to live, work, and play; and

WHEREAS Tualatin is committed to helping all individuals live longer, healthier lives; and

WHEREAS the Juanita Pohl Center, Library, Heritage Center, Winona Grange, Tualatin Historical Society, and Tualatin's Recreation, Volunteer, and Public Involvement Programs all provide activities and services essential to the promotion and enhancement of personal well-being and a sense of belonging, and are places and offer programs where people ages 50 and better can socialize, exercise, enjoy nutritious meals, contribute in meaningful ways, and have fun in welcoming and friendly environments; and

WHEREAS Tualatin's older adults deserve recognition for the countless contributions they have made and will continue to make to the culture, economy, and character of our community and nation; and

WHEREAS Tualatin can recognize older adults by increasing their opportunities to remain active and engaged in community life, providing support systems to maintain their dignity, independence, and self-determination as they age, and by emphasizing the value of elders by publicly expressing appreciation of their contributions to the diversity, strength, and unity of the community.

NOW, THEREFORE BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, that;

Section 1. All citizens are urged to take time this month to recognize older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Section 2. May 2014 is declared Older Americans Month in Tualatin.

INTRODUCED AND ADOPTED this 28th day of April, 2014.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 04/28/2014

ANNOUNCEMENTS: Proclamation Declaring the week of May 4-10, 2014 National Drinking Water Week

ANNOUNCEMENTS

Proclamation Declaring the week of May 4-10, 2014 National Drinking Water Week

A - Proclamation

Proclamation

Proclamation Declaring the Week of May 4-10, 2014 as National Drinking Water Week

WHEREAS , water is our most valuable natural resource; and

WHEREAS, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, many measures of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, each citizen of our city is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that:

Section 1. All citizens are urged to recognize the importance of safe, quality drinking water; and

Section 2. The citizens of the City of Tualatin support National Drinking Water Week in their recognition of the value of safe, quality drinking water by proclaiming the week of May 4-10, 2014 as National Drinking Water Week.

INTRODUCED AND ADOPTED THIS 28th day of April, 2014

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 04/28/2014

ANNOUNCEMENTS: Proclamation Declaring the Week of May 4 - May 10, 2014 Public Service Recognition Week

ANNOUNCEMENTS

Proclamation Declaring the Week of May 4 - May 10, 2014 Public Service Recognition Week

Public Service Recognition Week Proclamation

Proclamation

Proclamation Declaring the Week of May 4 – 10, 2014 as
“Public Service Recognition Week”

In Honor of the Public Employees of the City of Tualatin

WHEREAS, public service is a honorable calling that involves a wide variety of challenging and rewarding professions, including providing recreational services, maintaining public safety, improving transportation, protecting our environment, and performing administrative and management activities which are essential to efficient and effective operation of government; and

WHEREAS, Tualatin’s city employees contribute significantly to the quality of life for the Tualatin community, with their commitment to excellence, high ethical standards, and diversity of skills; and

WHEREAS, excellence in the delivery of public service helps keep Tualatin strong, prosperous, and a wonderful place in which to live, work and play; and

WHEREAS, this commemoration provides an opportunity to express our appreciation for the many contributions public employees make to our daily lives.

NOW, THEREFORE, IT IS PROCLAIMED by the Tualatin City Council that the week of May 4-10, 2014, be Public Service Recognition Week in the City of Tualatin, and the Council encourages all citizens to recognize the crucial role of public employees.

INTRODUCED AND ADOPTED this 28th day of April, 2014.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 04/28/2014

ANNOUNCEMENTS: Proclamation Declaring Saturday May 17, 2014 as National Kids to Parks Day in Tualatin

ANNOUNCEMENTS

Proclamation Declaring Saturday May 17, 2014 as National Kids to Parks Day in Tualatin

Proclamation

Proclamation

Proclamation Declaring Saturday, May 17, 2014 as National Kids To Parks Day In Tualatin

WHEREAS National Kids to Parks Day is organized and launched by the National Park Trust and the Tualatin City Council has established goals relating to creating a livable, healthy and active community; and

WHEREAS National Kids to Parks Day encourages kids and families to get outside and visit America's local, state, and national parks and other outdoor areas; and

WHEREAS it is important that children and young people enjoy an active lifestyle and eat healthy and nutritious foods to combat childhood obesity, diabetes, other diseases, and to lead happy, social, and productive lives; and

WHEREAS everyone can realize physical, psychological, and emotional health benefits through exercise, play, and contemplation in parks and other outdoor areas; and

WHEREAS Tualatin has an abundance and variety of year-round outdoor opportunities in our parks, greenways, and natural areas including walking, jogging, and biking on the trail system, canoeing and kayaking on the peaceful, tree-lined Tualatin river; viewing Great Blue Herons, Western Painted Turtles, and other wildlife in native habitats, catching air at the skate park, releasing the hounds at the dog park, to fostering early childhood development through exploration and discovery in imaginative and interactive playgrounds; learning and appreciating Tualatin's unique and colorful cultural and natural history through the ArtWalk, Heritage Center, and Library; and importantly, access to fresh and healthy food available at the Tualatin Farmer's Market.

NOW, THEREFORE BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, that;

Section 1. On May 17, 2014 all citizens are urged to go forth and have fun taking the children and young people in their lives to a Tualatin, state or national park or other outdoor area, and by this enjoyable and beneficial activity, teaching children and young people the valuable roles parks can play in their lives.

Section 2. May 17, 2014 is declared National Kids to Parks Day in Tualatin.

INTRODUCED AND ADOPTED this 28th day of April, 2014.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:
BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Nicole Morris, Deputy City Recorder

DATE: 04/28/2014

SUBJECT: Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of April 14, 2014 and the Special Work Session of April 15, 2014

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the City Council Work Session and Regular Meeting of April 14, 2014 and the Special Work Session of April 15, 2014.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Work Session Minutes of April 14, 2014](#)
[City Council Meeting Minutes of April 14, 2014](#)
[Special Work Session Minutes of April 15, 2014](#)



OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR APRIL 14, 2014

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Assistant City Manager Alice Cannon; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Engineering Manager Kaaren Hofmann

CALL TO ORDER

Council President Monique Beikman called the meeting to order at 5:06 p.m.

1. ***Neighborhood Parking Permit Program.***

Police Chief Kent Barker presented background information on parking permits in the City. The Council adopted an ordinance allowing the establishment of parking zones back in 2005. This stemmed from citizen complaints that students were parking and then loitering, littering, and vandalizing the neighborhoods closest to the high school. Implementation of this program went smoothly and 65 permits were issued. Parking in the area is currently a non-issue.

Councilor Grimes asked if a fee was required to receive a permit. Chief Barker stated no fee was implemented, permits were issued on an application basis, and were good for three years.

City Manager Lombos stated this information was brought forward at the request of the Council and requested direction.

Councilor Brooksby asked how many complaints had been received. City Manager Lombos stated several complaints had been received from residents in the neighborhoods surrounding Stafford Hills Racquet Club.

Councilor Truax noted Stafford Hills management had spoken to staff about parking in near by residential areas and that had appeared to ease parking problems in the neighborhoods. He is now content waiting to see if it becomes an issue in the future. If it does he would like to be able to react to the situation quickly.

Councilor Davis agreed with waiting to take action. If action is required she would then like to see staff come forward with solutions.

Councilor Grimes will address parking concerns at the neighborhood's next Citizen Involvement Organization meeting.

2. Mohave Court Zoning Discussion.

Planning Manager Aquilla Hurd-Ravich identified the Mohave Court Area as a section of town located south of Tualatin-Sherwood Road and west of Boones Ferry. Part of the area is part of the Urban Renewal District and is made up of Blocks 28 and 29. The underlying Planning District is Light Manufacturing (ML), the Urban Renewal District allows for commercial uses in General Commercial (CG). Manager Hurd-Ravich noted this area is in transition as can be seen by the number of requests for Central Commercial (CC) uses in the area. There is currently a mix of uses in the area and the 2005 Town Center Plan identified the need to rezone the area to CG.

Planning Manager Hurd-Ravich presented rezoning options including: rezoning the area as CG, adding specific permitted uses to the Urban Renewal Blocks 28 & 29, and/or allowing all commercial uses permitted in CG and CC planning districts. The first option would incorporate the 2005 Town Center suggestion which could create non-conforming uses and potential new traffic impacts. The second option would identify specific additional uses, could help control potential traffic impacts, and would create another layer of land use to the area. A new option will become available in April when small-scale mixed uses will be permitted based on an Ordinance that Council passed. This option would eliminate the need to have mixed industrial uses.

Councilor Brooksby asked if business owners had been consulted on the proposed options. Manager Hurd-Ravich responded that staff met with property owners to vet the options presented.

Mayor Ogden entered the meeting at 5:30 p.m.

Mayor Ogden asked about uses not allowed in the CC area and what rezoning the area would accomplish. Manager Hurd-Ravich stated rezoning would allow for more small scale retail uses in the area. Mayor Ogden would like the area rezoned CC with limits on size and scale.

Council President Beikman would like a comprehensive study completed for the area so that it is done right the first time.

Councilor Davis likes the concept of rezoning the area and having restrictions on the size and scale of businesses.

Council President Beikman asked what businesses are currently non-conforming. Manager Hurd-Ravich responded the dance school and the doggy day care. Council President Beikman asked how they became non-conforming. Planning Manager Hurd-Ravich stated changes to the code in 2005 made them non-conforming.

Mayor Ogden would like to see the area rezoned as soon as possible.

Council President Beikman expressed concern about the unintended consequences of not looking at the entire area comprehensively.

Councilor Davis stated the area is pedestrian friendly and has well established

parking. She believes rezoning now is a good opportunity to fix some of the non-conforming issues in the area and move towards a comprehensive study in the future.

Mayor Ogden asked if it was possible to limit the scale of businesses in the area. Manager Hurd-Ravich stated it is possible.

Councilor Truax would like to take a market driven approach to rezoning the area.

Mayor Ogden would like the entire area CC and restrict uses not wanted in the area, as well as scale the scope of uses for traffic purposes.

Consensus amongst the Council was to move forward with rezoning the area CC and restrict certain uses based on scale.

3. *Update on City Parking Lots and Seneca Street.*

Deputy City Manager Sara Singer and Engineering Manager Kaaren Hoffman updated the Council on the redesign of the City parking lot and Seneca Street extension. Deputy City Manager Singer recapped the goals of the parking lot redesign including maximizing the number of parking spaces, pedestrian safety, and enhanced circulation. The current site has 103 parking spaces, the new site will have 107 parking spaces. Public outreach has been conducted and concerns from the public included too narrow drive aisles and a lack of a mid-block crossing on Seneca Street. Manager Hofmann stated a shared parking agreement has been negotiated with the property owner for additional parking spaces. She also noted that drive aisles will be extended to 20-22 feet wide.

Council President Beikman asked if the Core Area Parking District Board's suggestions regarding angled spaces were considered. Manager Hofmann stated that angled parking would decrease the number of spaces by 9.

Deputy City Manager Singer shared drawings for the proposed parking design and traffic signal.

Councilor Grimes expressed concerns with the proposed placement of the pedestrian path. Manager Hofmann explained the constraints of relocating the crossing.

Mayor Ogden asked if a bright crosswalk could be put in place to prevent people from trying to cross in non-designated areas. Manager Hofmann explained there is not enough space to put one in that would allow vehicles a safe stopping distance.

Councilor Davis asked if a raised crosswalk could be put in to help with traffic calming. Manager Hoffman noted a raised crosswalk has been proposed for the area.

4. Civic Facilities Study.

Deputy City Manager Sara Singer presented the proposal for a Civic Facilities Study. She stated the need for a Civic Facilities Study arose as part of the discussion of the realignment of Seneca Street and the impacts to the Council Building, as well as during the Tualatin Tomorrow Vision Plan update. The project approach includes completing a needs assessment, facilities evaluation, options analysis, and then making recommendations. Throughout all of the steps public involvement will be conducted. The project goal is to help the City plan for future facilities for the organization and the community. The study will allow the City to plan for future capital expenditures and inform the community about capital needs. Deputy City Manager Singer covered the proposed scope of the project and the schedule. The budget for this project will vary based on the final scope and consultants responses to the RFP, but is expected to be from \$65,000-\$85,000.

City Manager Lombos asked what the Council would like to be included in the scope.

Mayor Ogden would like to consider the proximity of the City facilities to the rest of the community, both residential and commercial. He would also like to know if acquiring property outside of what the City owns would be a option.

Council President Beikman would like to study the possibility of having County offices located in the same vicinity.

Councilor Davis would like to see the facility located in the downtown area. She is also interested in pursuing County of State offices in the same building.

Mayor Ogden asked about the public involvement strategy. Deputy City Manager Singer stated next steps for the study would be to complete the RFP and City staff would work together with the consultant to determine the public involvement plan.

Mayor Ogden expressed concerns about monies being spent on consultants. City Manager Lombos stated City staff has done a great job of managing resources between staff and consultants to keep overall cost of the consultants down.

City Manager Lombos noted the expenditure for this study will be reflected in the 14/15 budget.

5. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Bubenik attended the Washington County Policy Advisory Board (PAB) meeting where the board voted to adopt the Community Development Block Grant awards. He also requested a discussion be added to a upcoming work session regarding a new non-profit in the area seeking a credit for water for growing community gardens and then donating produce to food pantries.

ADJOURNMENT

The work session adjourned at 6:51 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR APRIL 14, 2014

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Assistant City Manager Alice Cannon; Community Services Director Paul Hennon; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Engineering Manager Kaaren Hofmann; Maintenance Services Division Manager Clayton Reynolds; Pohl Center Coordinator Matt Saviello; Public Works Director Jerry Postema

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:01 p.m.

B. ANNOUNCEMENTS

1. Proclamation Recognizing Tualatin Elementary School for Receiving the Distinguished School Award

Jamie Kingery, Principal of Tualatin Elementary, and Christy Shaver, Title 1 Coordinator, announced that Tualatin Elementary School had been named a National Title I Distinguished School by the Oregon State Department of Education. Mr. Kingery noted that Tualatin Elementary is one of 59 schools throughout the country that is being nationally recognized for exceptional student achievement in 2013.

Councilor Davis read the proclamation recognizing Tualatin Elementary School for receiving the Distinguished School Award.

2. Tualatin Youth Advisory Council Update for April 2014

Members of the Tualatin Youth Advisory Committee (YAC) presented a PowerPoint on their latest activities and upcoming events. YAC has continued to revise and update curriculum for their 6th annual Project FRIENDS workshop to be held on May 23. The committee is working on selecting movies for Movies on the Commons to start Saturday's in July. YAC will be volunteering at the Tualatin TRYathlon to be held June 7 at Tualatin High School. The committee is working on a new event called Tualatin Kaleidoscope. The event is 5k run and will be co-sponsored with the

Teen Library.

3. Proclamation Declaring the Week of April 13, 2014 as National Library Week in the City of Tualatin

Councilor Bubenik stated last summer marked the five year anniversary of Tualatin Library's move to its new location. The library has about 1,000 citizens visit every day with more that 20,000 area residents possessing a Tualatin Library card. The library has more than 100,000 books, DVDs, audiobooks which help foster the joy of reading and love for learning.

Councilor Bubenik read the proclamation declaring the week of April 13, 2014 as National Library Week in the City of Tualatin.

4. Library Foundation Vine2Wine Update

Wayne Welch and Hamish Corstophine announced the upcoming Vine2Wine event on Saturday, April 19th. The proceeds will benefit the Tualatin Library Foundation and tickets are available for purchase at the library or through the Tualatin Library Foundation website.

5. Swearing-In of Police Officer Brian Stubbs

Chief Barker swore in Police Officer Brian Stubbs. Police Officer Stubbs' wife pinned on his badge. Council welcomed him to the City.

C. CITIZEN COMMENTS

This section of the agenda allows citizens to address the Council regarding any issue not on the agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Kathy Newcomb expressed concerns regarding potential traffic congestion on Martinazzi Ave. related to the future Seneca Street extension. She asked Council to assure there will be more thought put into reducing traffic congestion in the area.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will first ask staff, the public and Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, 1) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to approve the consent agenda.

Vote: 7 - 0 MOTION CARRIED

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of March 24, 2014

2. Consideration of a Joinder Agreement with Hillsboro and Tualatin Valley Water District (TVWD) for the Willamette River Water Supply Preliminary Design Study
3. Consideration of Approval of a New Liquor License Application for Savvy Wine Buys
4. Consideration of Approval of a New Liquor License Application for World In A Wine Glass Consultants

E. GENERAL BUSINESS

1. Consideration of **Ordinance 1369-14** Amending Community Plan Map 9-1 to Change the Planning District Designations of Two Tax Lots Located at 17865 SW Pacific Highway from General Commercial and Recreational Commercial to High Density Residential (PMA-14-01)

MOTION by Councilor Ed Truax, SECONDED by Councilor Nancy Grimes for first reading by title only.

Vote: 7 - 0 MOTION CARRIED

MOTION by Councilor Ed Truax, SECONDED by Councilor Joelle Davis for second reading by title only.

Vote: 7 - 0 MOTION CARRIED

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to adopt Ordinance 1369-14 amending Community Plan Map 9-1 to change the planning district designations of two tax lots from General Commercial and Recreational Commercial to High Density Residential.

Vote: 7 - 0 MOTION CARRIED

2. Consideration of **Ordinance 1372-14** Annexing Property Located at 17865 and 17985 SW Pacific Highway (Tax Map 2115C, Tax Lots 2191, 2202 and 2300) and Withdrawing the Property from the Washington County Enhanced Sheriff Patrol District and the County Urban Road Maintenance District (ANN-14-01)

MOTION by Councilor Ed Truax, SECONDED by Council President Monique Beikman for first reading by title only.

Vote: 7 - 0 MOTION CARRIED

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes for second reading by title only.

Vote: 7 - 0 MOTION CARRIED

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to adopt Ordinance 1372-14 annexing property located at 17865 and 17985 SW Pacific Highway and withdrawing the property from the Washington County Enhanced Sheriff Patrol District and the County Urban Road Maintenance District.

Vote: 7 - 0 MOTION CARRIED

3. Consideration of **Ordinance No. 1373-14** to Prohibit Medical Marijuana Facilities from Locating in Tualatin until May 1, 2015

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes for first reading by title only.

Vote: 5 - 2 MOTION CARRIED

Nay: Councilor Frank Bubenik
Councilor Ed Truax

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes for second reading by title only.

Vote: 5 - 2 MOTION CARRIED

Nay: Councilor Frank Bubenik
Councilor Ed Truax

F. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

G. COMMUNICATIONS FROM COUNCILORS

Councilor Bubenik announced Meals on Wheels Boot Scootin' Barn Dance and BBQ to be held on August 26 from 5:00 to 8:00 p.m.

Mayor Ogden encouraged residents to review the SW Corridor Study, particularly the proposed alignments, available on Metro's website.

H. ADJOURNMENT

Mayor Ogden adjourned the meeting at 7:51 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



**OFFICIAL MINUTES OF THE SPECIAL WORK SESSION OF THE TUALATIN CITY
COUNCIL FOR APRIL 15, 2014**

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Joelle Davis; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: Sherilyn Lombos, Sean Brady, Kent Barker, Alice Cannon, Paul Hennon, Don Hudson, Sara Singer, Aquilla Hurd-Ravich, Nicole Morris, Lance Harris, Cindy Hahn, Carl Switzer, Tom Steiger, Ben Bryant, Clare Fuchs, Janet Newport, Matthew Warner, Jerry Postema

A. CALL TO ORDER

Mayor Ogden called the meeting to order at 5:33 p.m.

B. AGENDA

Finance Director Don Hudson presented a PowerPoint presentation on the FY 2014/15 budget. A five year review of general fund revenue and expenditures was provided. He noted general fund revenues have been increasing over the last five years at a rate of 3-4% per year. Trends for revenues, expenditures, assessed value growth, franchise fees, intergovernmental and state shared revenues were reviewed.

Mayor Ogden asked how Library funding comes from intergovernmental revenues. Director Hudson explained half of the funding comes from a levy and the other half from Washington County's general fund.

Director Hudson stated general fund expenditures are growing at 5.5% per year. Items covered in this fund include personnel services and materials and services.

Director Hudson discussed future projections. He has projected a 3% increase in revenues for the FY 2014/15 budget with expenditures being budgeted at 100%. The fiscal health model is positive with a narrow gap of .07%. He is confident that this gap can be closed.

The budget premise for the FY 2014/15 budget is to maintain current levels of service that are aligned with the City Council's goals. Director Hudson reviewed the City Council goals. Budget instructions to staff were to maintain personnel service and contractual obligations, and limit growth to 2% for non-contractual materials and services. Capital outlay projects will be prioritized by a team of staff members and funded accordingly through the development of the City's five year Capital Improvement Plan (CIP).

Director Hudson highlighted the budget add packages for the FY 2014/15 budget. Packages included a Council advance, facilities study, additional planning capacity, teen room staffing, library extended outreach, increased contributions to outside agencies, and matching funds for the

Pohl Center Community Development Block Grant (CDBG) Grant. He noted that adjustments were made to each department's budget to help fund these items.

A proposed utility rate increase was discussed. The proposed increase will translate to less than \$3.00 per residential household. Director Hudson explained the increase is based on the figures adopted in the Water Master Plan.

This year upgrades to City's financial and accounting software will be completed. Director Hudson explained that the City began exploring options to upgrade the software in 2011. An internal committee comprised of key users from all departments was formed to identify organizational needs and to explore potential vendors. The group analyzed the options and three software programs were chosen. Springbrook software will cover general ledger, purchasing, payroll, human resources, utility billing and cash receipts, CRW will run building permits, planning, and engineering. Next Gen will be implemented to handle asset management. Implementation will kick-off in May with most modules being live by January 2015. The purchase of these programs will be a one-time expenditure.

Councilor Davis asked about integration with the City's website. Director Hudson anticipates the various pieces of software will be able to be integrated.

Director Hudson spoke to the City's PERS reserve fund. The fund currently has \$829,205. He explained that PERS reform is currently happening and it is anticipated that not all of these funds will be needed. He proposed using a portion of these excess funds to seed a capital fund. This fund could be added to annually by adding a percentage of fund balance over the estimate.

Councilor Davis noted PERS reform is still in litigation. She expressed concern with using this money until litigation was settled. Director Hudson stated the proposal is for future budget cycles.

Mayor Ogden spoke in favor of the fund as he would like to see a steady funding source for capital improvement projects.

Mayor Ogden asked how much assessed value would need to be created over the next five years to close the gap between revenues and expenditures. Director Hudson stated a 4.5% increase would be needed.

C. ADJOURNMENT

Mayor Ogden adjourned the meeting at 6:36 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

City Council Meeting

Meeting Date: 04/28/2014

CONSENT Recommendation for Approval of Intergovernmental Agreement with Oregon State
AGENDA: Police and the Tualatin Police Department to provide fingerprint services

CONSENT AGENDA

Recommendation for Approval of an Intergovernmental Agreement with Oregon State Police and the Tualatin Police Department to Provide Fingerprint Services to the Public.

SUMMARY

The purpose of this Agreement is for Oregon State Police Criminal Investigation Division to provide the Tualatin Police Department with fingerprint and palm print identification equipment, ancillary equipment and service. Ownership of the equipment provided will transfer upon execution of this Agreement to the Tualatin Police Department.

IGA with OSP and TuPD To Provide Fingerprint Services



Oregon

John A. Kitzhaber, MD, Governor

Department of State Police
General Services
4762 Portland Road NE
Salem, OR 97305
General Phone (503) 378-3720
FAX (503) 378-8799

February 19, 2014

Lt. Greg Pickering
Tualatin Police Department
8650 SW Tualatin RD.
Tualatin, OR 97062

RE: IGA-335-2014 SORNA Reallocation Grant

Attached is the copy of the "SORNA Reallocation Grant" between the Oregon State Police (OSP) and "Tualatin Police Department". It has been signed by the approving authorities of OSP. Please review and have the agreement signed. Once it has been signed, please keep a copy for your records and send a copy back to the following address:

Attention: Liz Fitzgerald
Oregon State Police
General Services
4762 Portland Road NE
Salem, OR 97305

Thank you!

Liz Fitzgerald
Procurement
Oregon State Police
Phone: 503-934-8507
Email: liz.fitzgerald@state.or.us

INTERGOVERNMENTAL AGREEMENT

**OSP IGA- 335-2013 between the
Tualatin Police Department
And the
Department of Oregon State Police
*SORNA Reallocation Grant***

This Agreement is made and entered between the Tualatin Police Department ("TPD") and the Department of Oregon State Police ("OSP") on behalf of the Criminal Investigation Division ("OSP CID") (individually "Party" and collectively the "Parties").

This Agreement is effective immediately upon signatures of both parties, and is pursuant to the SORNA Reallocation Grant Funds received by OSP CID in 2012.

AGREEMENT

The parties agree as follows:

I. PURPOSE

The purpose of this Agreement is for OSP CID to provide TPD with fingerprint and palmprint identification equipment, ancillary equipment and services. Ownership of the equipment provided will transfer upon execution of this Agreement to the TPD.

II. TERM

This Agreement shall stay in place until the transfer of all equipment to TPD or one (1) year from the last signature date.

RESPONSIBILITIES OF OSP CID

OSP CID agrees to provide to TPD:

- Fingerprint/palmprint and camera equipment ("LiveScan"),
- Extended 24/7 warranty on the LiveScan provided by vendor for three (3) years,
- An equipment maintenance Agreement with the manufacturer for three (3) years from the date of purchase of the LiveScan,
- An FBI Image Quality Standard (IQS) certified and ANSI/NIST certified printer, standard one (1) year maintenance for the printer
- One Uninterruptible Power Supply (UPS),
- A Records Management System (RMS) interface,

- Installation of all equipment by vendor provided, and on-site training if needed

III. RESPONSIBILITIES OF TPD:

TPD agrees to:

- Accept the LiveScan, ancillary equipment and installation services;
- Transmit all fingerprint and palmprint records electronically to OSP;
- Where non pre-paid costs occur, after the initial installation, assume financial responsibility for all costs associated with the LiveScan, including but not limited to; maintenance of the ancillary equipment, connectivity, printer, RMS interface, etc.;
- Transmit all fingerprint cards including palm prints to OSP immediately via LiveScan. Transmissions must be conducted using the OSP LiveScan specifications document for all data transfers, including any data obtained through or reported by a local Records Management System (RMS);
- Assign fingerprint control numbers only via LiveScan as outlined in the OSP LiveScan Specification Document;
- Maintain LiveScan and ancillary equipment under contractor warranty;
- Maintain the printer FBI/ANSI/NIST operational for contingency printing;
- Submit to OSP any and all fingerprint arrest records including non-mandated misdemeanor charges as allowed by law;
- Agrees to work in coordination with the District Attorney's Office and courts to establish a process that will ensure arrest data is submitted in the most timely and effective manner in order to match final disposition data to the corresponding arrest event.

IV. COMPENSATION:

TPD is not required to reimburse OSP CID for the equipment or installation services rendered. There are no payments or invoices required by either of the Parties. The maximum amount of consideration by OSP for this Agreement is \$32,768.00

V. TERMINATION:

- Prior to any termination, this agreement stands in full until the day of termination.
- This Agreement may be terminated by mutual written consent of both Parties.
- This Agreement may be terminated by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.

- In the event TPD no longer wants to be a party to this Agreement, arrangements must be made to return all the equipment to OSP.

Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

VI. OREGON LAW AND FORUM:

This Agreement shall be construed according to the laws of the State of Oregon. Any action regarding this Agreement of work performed under this Agreement shall be filed in Marion County or in the United States District Court for the district of Oregon.

VII. COMPLIANCE WITH APPLICABLE LAW:

TPD shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement. Without limiting the generality of the foregoing, TPD expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Agreement and required by law to be so incorporated. OSP's performance under the Agreement is conditioned upon TPD compliance with the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 which are incorporated by reference herein. TPD shall, to the maximum extent economically feasible in the performance of this Agreement, use recycled paper (as defined in ORS 279A.010(1)(ee)), recycled PETE products (as defined in ORS 279A.010(1)(ff)), and other recycled products (as "recycled product" is defined in ORS 279A.010(1)(gg)).

VIII. LIABILITY:

The parties understand that the Acronym for other party is a unit of local government as defined in ORS 190.003, and in order to meet the requirements of ORS 30.272 and ORS 30.273 may be commercially insured or self-insured.

IX. CONTRIBUTION:

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the TPD (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the TPD in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the TPD on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the TPD on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the TPD is jointly liable with the State (or would be if joined in the Third Party Claim), the TPD shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the TPD on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the TPD on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The TPD contribution amount in any

instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

X. ALTERNATIVE DISPUTE RESOLUTION:

The parties should attempt in good faith to resolve any dispute arising out of this agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

XI. FORCE MAJEURE:

Neither TPD nor OSP CID shall be held responsible for delay or default caused by fire, riot, acts of God, power outage, government fiat, terrorist acts or other acts of political sabotage, civil unrest, labor unrest, or war, where such cause is beyond the reasonable control of TPD or OSP CID. Each Party shall, however, make all reasonable efforts to remove or eliminate such cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

XII. AMENDMENTS:

Parties may amend the Agreement by mutual consent. Any amendment of the terms of this Agreement shall not bind either Party unless in writing and signed by both parties, and all necessary approvals have been obtained.

XIII. POINTS OF CONTACT:

Oregon State Police, Criminal Investigation Division
Lieutenant Mark Cotter
255 Capitol St. NE 4th floor
Salem, OR 97310
Phone: (503) 934-0231
Fax: (503) 363-5475
Email: mark.cotter@state.or.us

Tualatin Police Department
Lieutenant Greg Pickering
8650 SW Tualatin Rd
Tualatin, OR 97062
Phone: (503) 691-4858
Email: gpickering@ci.tualatin.or.us

XIV. SEVERABILITY:

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term held to be invalid.

XV. MERGER CLAUSE WAIVER:

This Agreement and any attached exhibits, constitutes the entire Agreement between the Parties on the subject matter herein. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modifications or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of OSP to enforce any provision of this Agreement shall not constitute a waiver by OSP of that or any other provision.

XVI. SIGNATURES:

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS, AND HAS THE AUTHORITY TO SIGN AND BIND ITS AGENCY.

TUALATIN POLICE DEPARTMENT

Tualatin Police Department Representative,

Date

Title _____

DEPARTMENT OF OREGON STATE POLICE



7-18-14
Date

Title Patrick Ashmore, Major



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Don Hudson, Finance Director

DATE: 04/28/2014

SUBJECT: Consideration of **Resolution No. 5189-14** Authorizing the City Manager to Sign a Contract for Asset Management Software with NexGen Asset Management

ISSUE BEFORE THE COUNCIL:

Consideration of Resolution No. 5189-14, authorizing the City Manager to sign a contract with NexGen Asset Management to provide an infrastructure asset management system to the City of Tualatin

RECOMMENDATION:

Staff recommends Council approve the attached resolution

EXECUTIVE SUMMARY:

Since 1997, the City of Tualatin has been using HTE/SunGard Public Sector software for general ledger, payroll, accounts payable, accounts receivable, cash receipts, purchasing, inventory, utility billing, building permits, business license, and until last year, police records management. The system operates on an AS/400 platform and, while fairly powerful, lacks an open architecture and without the flexibility provided through current technologies, such as .net, provided for in a SQL server environment. This has limited the City's offerings of on-line services (without a significant outlay of funds), the ability to integrate with other systems we currently use, experience internal efficiencies and limited our internal and external reporting capabilities.

Recently, the City Council authorized the City Manager to sign contracts with Springbrook Software, Inc. to provide financial software and CRW Systems to provide community development software to the City of Tualatin. Not included in these contracts, but an integral part of the software analysis, is software to track the maintenance of our infrastructure assets, including water, sewer and parks systems, city-owned buildings and the city's vehicle fleet. City staff analyzed Springbrook and CRW functionality in those areas, and it was determined that they either did not offer the functionality, or it was insufficient for the City's needs. Operations Department staff conducted a thorough search to determine software systems that specialized in asset management functionality, and could integrate with the financial and community development solutions the City was exploring. Numerous demonstrations and discussions have been completed on a number of systems and staff is recommending moving forward with

NexGen Asset Management, to provide a comprehensive asset management application.

It is the City's intent to develop an implementation strategy to best serve the needs and the most appropriate timing to convert existing data, set-up the new systems and go-live on the different modules. As we put together the implementation strategy, we will assign a project manager, assign responsibilities for the implementation tasks and develop a timeline for implementation. It is anticipated that the strategy will be developed during the first six months of 2014, and any additional one-time costs could be programmed into the 2014-2015 proposed budget. We feel it will be important to fully vet the process and not rush the implementation, as some decisions made during implementation cannot be changed and could impact how we use the system for many years (we are currently living with that scenario with our current system).

Part of the implementation process will include a business process review to determine how we currently track our infrastructure assets, the maintenance of these assets and how we could change our processes with the increased software functionality. We anticipate that the new software will provide for efficiencies and our processes could be adapted to provide better and increased options for service delivery to our internal and external customers. Some examples that we anticipate are on-line options for our citizens to report maintenance requests, automatic scheduling of maintenance of the City's assets, better tracking of the costs to maintain our assets and the ability of maintenance employees to have access to the system in the field to better serve the customer. The system will interface with Springbrook's inventory module, providing maintenance staff with real-time parts inventory data and faster re-ordering when inventoried parts stock levels get low. Many facets of the functionality of the asset management system are areas that we either currently do not have a technological solution for or are being tracked using Excel or Access, without the ability to interface them with any other software solution.

FINANCIAL IMPLICATIONS:

The contract with NexGen Asset Management sets out the conditions and responsibilities of the vendor to provide licensing of the modules purchased, a draft scope of work, and a project cost summary. The scope of work could be changed as the implementation plan is developed, upon mutual agreement of both parties.

The total cost to implement NexGen Asset Management Software, per the aforementioned Project Cost Summary, is not to exceed \$284,260 and breaks down as follows:

License Fees	\$100,000
Project Management and Configuration	68,600
Data Conversion	70,100
Training and Implementation	35,160
Business Process Review	10,400

The costs will be spread out across multiple milestones, which will likely cross over two fiscal years, 2014-2015 and 2015-2016. The replacement of software has been included in the City's Capital Improvement Plan the last couple of years. Funding for the purchase and services will come from the Operations Fund, and will be budgeted fully in the 2014-2015 budget, with any amount not spent before June 30, 2015 being carried over into the next year's budget.

Attachments: Resolution No. 5189-14

RESOLUTION NO. 5189-14

AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT FOR ASSET MANAGEMENT SOFTWARE WITH NEXGEN ASSET MANAGEMENT

WHEREAS, the City of Tualatin has identified a need to upgrade and improve its asset management software functionality; and

WHEREAS, staff analyzed the wants and needs of a software package and conducted a thorough due diligence process of local government software packages; and

WHEREAS, the procurement complies with the City's public contracting requirements;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, THAT:

Section 1. NexGen Asset Management, provides asset management software that best fits the City of Tualatin's needs and is hereby awarded a contract to provide asset management software; and

Section 2. The City Manager is authorized to execute a contract with NexGen Asset Management to provide and implement an asset management software system for the City of Tualatin.

Section 3. The Resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 28th day of April, 2014.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

City Council Meeting

Meeting Date: 04/28/2014

CONSENT 2013 Annual Report of the Tualatin Library Advisory Committee

AGENDA:

CONSENT AGENDA

2013 Annual Report of the Tualatin Library Advisory Committee

SUMMARY

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

[2013 TLAC Annual Report](#)



2013 ANNUAL REPORT

Tualatin Library Advisory Committee

1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

Members of the TLAC during 2013 included Victoria King (Chair), Marcus Young (Vice Chair), Sonya Ambuehl [not pictured], Alan Feinstein, Len Runion, Thea Wood, and teen representative Reem Alkaatan [not pictured]. Teen representative Janiel Santos resigned from TLAC in October 2013.



2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2013

A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY

1. TLAC provided input on restricting smoking on the Library's plaza and DVD loan periods.

B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.

1. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:

- a. Teen Library Committee
- b. Tualatin Library Foundation
- c. Washington County Cooperative Library Services
- d. Volunteer Services
- e. Tualatin Historical Society

2. TLAC provided comments and advice to the Library management and City staff regarding the Seneca Street extension and related impact on library/city offices parking, artwork to commemorate Tualatin's Centennial, the HEAL (Healthy Eating Active Living) initiative, Capital Improvement Plan, and Library outreach services to Spanish speakers.

C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.

1. TLAC holds open meetings and members of the public are invited to attend.
2. TLAC members review comment cards received by the City regarding the Library each month, and provide input on the topics raised by the comment cards.
3. TLAC heard a citizen request to remove *Cosmopolitan* magazine from the Library's collection.

4. ACTION PLAN FOR 2014

A. PARKING AND TRAFFIC ISSUES

The development of Nyberg Rivers and the extension of Seneca Street may impact residents' ability to reach the Library. TLAC will continue to monitor these projects as to their impact on parking, bookdrop, and library traffic and will provide citizen feedback in the redesign of Library parking.

B. REVIEW OPERATIONAL POLICIES

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies.

C. CIVIC FACILITY STUDY

As the City engages in a comprehensive long-range Civic Facilities Study, TLAC will provide citizen feedback to the City Council with respect to the needs of Library users and Library facilities.



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Sean Brady, City Attorney

DATE: 04/28/2014

SUBJECT: Consideration of **Ordinance No. 1373-14** to Prohibit Medical Marijuana Facilities from Locating in Tualatin until May 1, 2015 - 2nd Reading.

ISSUE BEFORE THE COUNCIL:

Consideration of Ordinance No. 1373-14 to prohibit medical marijuana facilities from locating in Tualatin until May 1, 2015. The current medical marijuana facility prohibition has a sunset clause that ends on December 31, 2014. This ordinance would extend that sunset clause to May 1, 2015. 2nd Reading

RECOMMENDATION:

Staff recommends City Council consider this ordinance.

EXECUTIVE SUMMARY:

During the March 24, 2014 City Council Work Session, a majority of the City Council directed staff to return with an ordinance for consideration that would extend the City's current prohibition on medical marijuana facilities to May 1, 2015. The City currently prohibits medical marijuana facilities, but that prohibition has a sunset clause that ends on December 31, 2014. The proposed ordinance would extend the sunset clause date to May 1, 2015.

During the 2013 Special Legislative Session, the Oregon Legislature enacted HB 3460 (2013) to establish state registration of medical marijuana facilities. HB 3460 (2013) also provided immunity from state criminal law prosecution to persons responsible for or employed by a state registered facility that dispenses medical marijuana to medical marijuana cardholders.

On February 24, 2014, the City Council enacted Ordinance No. 1368-14 to prohibit medical marijuana facilities from operating within the City of Tualatin until such time as the City Council can review and enact adequate zoning regulations. Ordinance No. 1368-14 contained a sunset clause of December 31, 2014, after which time the medical marijuana prohibition would automatically be lifted.

After the City enacted Ordinance No. 1368-14, the Oregon Legislature enacted SB 1531 (2014), which permits cities and counties to enact a moratorium on medical marijuana facilities within their jurisdictions, provided the moratorium ends on May 1, 2015. SB 1531 (2014) also provides

that a person who is responsible for or employed by a state registered medical marijuana facility located in a city or county jurisdiction that enacted a moratorium is not immune from state law prosecution during the moratorium period.

The proposed ordinance would extend the sunset clause date in Ordinance No. 1368-14 to May 1, 2015 to match the moratorium date in SB 1531 (2014).

First reading of this ordinance occurred on April 14, 2014. At tonight's meeting, second reading of the ordinance will occur, followed by consideration for final adoption.

Attachments: [Ordinance 1373-14](#)

ORDINANCE NO. 1373-14

AN ORDINANCE RELATING TO MEDICAL MARIJUANA FACILITIES;
AMENDING ORDINANCE NO. 1368-14; AND DECLARING AN EMERGENCY

WHEREAS, during the 2013 Special Session, the Oregon Legislature enacted HB 3460, which allows for the establishment and licensing of medical marijuana facilities; and

WHEREAS, on or about February 24, 2014, the Tualatin City Council enacted Ordinance No. 1368-14 (Tualatin Municipal Code Chapter 9-08) to prohibit medical marijuana facilities from operating within the City of Tualatin until such time as the City Council can review and enact adequate zoning regulations; and

WHEREAS, Ordinance No. 1368-14 provides that the prohibition on medical marijuana facilities is to end on December 31, 2014;

WHEREAS, after the City Council adopted Ordinance No. 1368-14, the Oregon Legislature enacted SB 1531 (2014) which permits cities and counties to enact a moratorium on medical marijuana facilities within their jurisdiction, provided the moratorium ends on May 1, 2015 and provides that a person who is responsible for or employed by a registered medical marijuana facility located in an area subject to the jurisdiction of a city or county that prohibits the operation of a medical marijuana facility is not immune from state law prosecution during the moratorium period; and

WHEREAS, pursuant to Article XI, section 2 of the Oregon Constitution, the City of Tualatin has "home rule" authority over the civil affairs of its City; and

WHEREAS, the City Council believes that the operation of medical marijuana facilities without proper zoning regulations endangers the health, safety, and welfare of its citizens;

NOW THEREFORE, THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. Section 4 of Ordinance No. 1368-14 is amended as follows:

Ordinance Automatically Expires. This ordinance automatically expires and is to be deemed repealed at 11:59:59 p.m. on ~~December 31, 2014~~ May 1, 2015, unless sooner repealed or extended by City Council ordinance.

Section 2. Except to the extent modified by this Ordinance, Ordinance No. 1368-14 remains in full force and effect.

Section 3. Severability. Each section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held invalid by a court of competent

jurisdiction, the remainder of this ordinance shall remain in full force and effect.

Section 4. Emergency. This ordinance is necessary for the immediate protection of the public peace, health, safety and welfare and shall take effect immediately upon adoption.

Adopted by the City Council this _____ Day of _____, 2014.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder